

**JOB OPPORTUNITY**  
**NOW HIRING**  
**2 POSITIONS AVAILABLE**



California State Auditor  
Bureau of State Audits

**GRAPHIC DESIGNER I**

GC75/2884)

PERMANENT/FULL TIME EMPLOYMENT

**SALARY RANGE:** \$3,227.00 - \$3,922.00

**DUTIES:** Under the direction of the Manager, Creative Solutions, this position will provide graphic design support for the Bureau of State Audits. Specific duties include, but are not limited to: Formatting and publishing audit reports from drafts for print and online; consulting with audit teams regarding graphic needs; creating graphics for reports and presentations; preparing various documents for the web; assisting in the development of special requests such as PowerPoint demonstrations; designing and developing brochures, proclamations, and other promotional materials; CD production (content and design); assisting office staff with help desk related questions; developing ID badges and business cards; providing backup to the DocuTech/DocuColor reprographics system; performing other requests related to graphic design, publishing, reprographics and the web.

**DESIRED QUALIFICATIONS:**

- Ability to use the elements of design to create page layout; apply color theory, grid theory and theories of typography; perform image editing; learn and apply new graphics software; produce freehand drawing and color illustration; maintain project files.
- Working knowledge of Adobe's Creative Suite 4 (Indesign, Illustrator and Photoshop) basic and advanced features.
- Knowledge of Windows-based Microsoft Word, Excel, and PowerPoint.
- Strong organizational and communication skills.
- Ability to work with deadlines subject to frequent change and work well under pressure.
- Ability to work independently and in a team environment.
- Possess excellent attendance and punctuality record. Must be dependable and reliable.
- Portfolio with an emphasis on Indesign, Illustrator, and Photoshop projects.

**HOW TO APPLY:** Complete a standard state application (STD. 678). Send or deliver the completed application to:

**Location**

Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, California 95814

**Contact**

Lynne Gaal  
(916) 445-0255, ext. 226  
(916) 322-7801 (fax)

**FINAL FILING DATE: UNTIL FILLED**  
**(POSTED JUNE 22, 2010)**

**SELECTION PROCESS:** Candidates who have lateral transfer eligibility, reinstatement rights, or who have current employment list eligibility may apply. **A Training and Development assignment may also be considered.** After an initial screening of applications, only the most qualified candidates will be selected for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

All positions at the Bureau of State Audits are excluded from collective bargaining.

---

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*